

CALIFORNIA INSPECTION & MAINTENANCE REVIEW COMMITTEE

915 L Street, Suite 1435
Sacramento, CA 95814

Phone (916) 322-8181
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Norm Covell

Elizabeth Deakin

Dennis DeCota

Bruce Hotchkiss

Sheldon Kamieniecki

James Lents

Robert Pearman

Richard Skaggs

Victor Weisser, Chair

Jeffrey Williams

DUTY STATEMENT

Inspection and Maintenance Review Committee (IMRC)

EXECUTIVE OFFICER

The Executive Officer of the IMRC is responsible for supporting and enabling the efforts of the Committee to achieve its mission.

The IMRC is required to submit reports to the Governor and Legislature on the performance of the Smog Check II Program and make recommendations on improvements. The IMRC has 13 members, comprised of nine appointees by the Governor, two appointees by the Senate Rules committee and two appointees by the Assembly Speaker.

The Executive Officer for the IMRC is responsible for the following:

Provides management and oversight of all IMRC activities, including, but not limited to, the arrangement and preparation for meetings and hearings, development and dissemination of IMRC correspondence, preparation and dissemination of meeting notifications and agendas; responding to public inquiries, attending meetings with other stakeholders on behalf of the IMRC, and handling information requests from IMRC Members, Legislators, the administration, the public, and others.

- Serves as special adviser to the IMRC in the preparation and evaluation of information pertinent to the IMRC's Mission, including but not limited to, prepares and oversees the development of reports as directed by the IMRC to state agencies, the Legislature and the Governor, and legislative analysis.
- Represents the IMRC with other agencies, organizations and technical consultants at the direction of the IMRC. Provides direction for support services required by the IMRC.

Supervision Received:

The incumbent works independently under the general direction of the Chairman of the IMRC or a majority of Committee Members.

Supervision Exercised:

The incumbent supervises the work of one administrative support position and consultants engaged by the Committee for research and other purposes.

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Personal Contacts:

The incumbent has contact with IMRC members, legislators, staff and managers at the Air Resources Board, the Bureau of Automotive Repair, the Department of Consumer Affairs, other state agencies, Regional Air Quality Management Districts, United States Environmental Protection Agency, Governor's Office staff, the public, environmental groups, and the smog check industry.

Actions and Consequences:

The effective and efficient performance of these duties is of great consequence to the success of the IMRC's efforts to identify and recommend program improvements to the Smog Check Program which impacts virtually every citizen in California.

Administrative Responsibility:

The incumbent is responsible for managing all administrative aspects of the IMRC's operations.

Please send a completed Governor's Application along with a current resume to:
Inspection and Maintenance Review Committee
Attention: Lynn Forsyth
c/o 10240 Systems Parkway
Sacramento, California 95827